



COMDTINST M3123.7J

17 SEP 1992

COMMANDANT INSTRUCTION M3123.7J

Subj: Abstract of Operations Reports

1. PURPOSE. This manual publishes procedures and directions for preparation and submission of forms CG-3273A: Abstract of Operations Aircraft Report (RCS G-OP-2002AV); CG-3273B, Abstract of Operations Boat Report (RCS G-OP-2002); and CG-3273C, Abstract of Operations Cutter Report (RCS G-OP-2001). This instruction is intended for use by personnel in the Aviation, Small Boat, and Cutter operating fleet.
2. DIRECTIVES AFFECTED. COMDTINST 3123.7I is cancelled.
3. OBJECTIVE. This manual establishes procedures for obtaining Coast Guard resource activity data for use in facility planning/management, program cost allocation and program management.
4. DISCUSSION. The Abstract of Operations information is used extensively by Headquarters Program, Facility, and Support Managers for planning (e.g., numbers of cutters, where they are based, and what mission areas they are to pursue), budgeting, and in response to Congressional and audit inquiries. A recent "customer" study indicated that changes are required to improve the database and clarify the information being collected. The significant changes include:
 - a. Clarification as to who/where units should submit original and copy reports to.

17 SEP 1992

4. b. Clarification as to how underway cutters should submit reports.
- c. Several Employment Categories have been split, revised, or newly added: SAR, DOM ICE, POLAR OPS, MSA, ELT-SANCTS, MIL-OPS, MEP, PORT SAFE, PORT SEC, PUB AFFAIRS, INTNAT'L AFFAIRS, OP TRA, REF TRA, and SPECIAL.
- d. Aviation "Other Readiness" and "Shipboard Op Hours" reporting have been deleted. These values can be computed from other collected data.
- e. Aviation Rescue Swimmer activities are now reported.
- f. Cutter Transit Hours have been added.
- g. Cutter Days Away From Home Port (AFHP) definition has been modified to coincide with Cutter Employment Standards (COMDTINST 3100.5).
- h. "Suggested Abstract Entries for Cutters" has been moved from an enclosure to chapter 4.
- i. Aerostat reporting is deleted.
- j. Revision of Aviation, Boat, and Cutter forms.
- k. Trailered transport of SAR boats is now reported.
5. EFFECTIVE DATE. This manual is **effective 1 October 1992. Beginning with 1st quarter FY 93 (1 OCT 92 - 31 DEC 92)**, all Abstract of Operations reports shall be made following this manual. Abstract of Operations reports for FY 92 activities will use old COMDTINST 3123.7I procedures and report forms.
6. PROCEDURES.
 - a. Preparation. Forms CG-3273A, B, and C (Rev. 9-92) shall be used in preparing the Abstract of Operations. Previous editions of these forms are obsolete and should be destroyed - except for reporting FY 92 activity, where old COMDTINST 3123.7I report forms will be used.
 - (1) The form is a 4-part set; unneeded copies of the form may be used as worksheets.
 - (2) The report shall be typewritten; legible handwritten corrections are acceptable.
 - (3) All values shall be rounded to nearest whole number, except for Average Number of Aircraft and Spare Aircraft Assigned.

U.S. Department
of Transportation

United States
Coast Guard



Commandant (G-OP)
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
(202) 267-1439

COMDTNOTE 3123

15 JUL 1993

COMMANDANT NOTICE 3123

CANCELLED JUL 14 1994

Subj: CH-1 TO COMDTINST M3123.7J, ABSTRACT OF OPERATIONS REPORTS

1. PURPOSE. This notice provides Change 1 to COMDTINST M3123.7J.
2. SUMMARY OF CHANGES.
 - a. Definitions of several employment categories are clarified.
 - b. Cutter Report form is modified to clarify Transit Hours and Maintenance Days reporting.
 - c. Several other minor changes.
3. ACTION.
 - a. Make the following pen/ink change, annotate the change with "CH-1" in the bottom outside margin of the affected page.
 - (1) Page 6, paragraph 8. Change "RCS-G-OP-2001" to "RCN-3123-1".
 - (2) Page 6, paragraph 8.b. Change "Cutter Rpt CG-3273C (Rev. 9-92)" to "c. Forms Plus: Cutter Rpt CG-3273C (Rev. 7-93)".

COMDTNOTE 3123

15 JUL 1993

- b. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
None	8 - RECORD OF CHANGES
1-1 & 1-2	1-1 CH-1, 1-2 CH-1, & 1-2A CH-1
AIRCRAFT REPORT (Rev 9-92)	AIRCRAFT REPORT (Rev 9-92) CH-1
3-1 & 3-2	3-1 CH-1 & 3-2 CH-1
3-5 & 3-6	3-5 CH-1 & 3-6 CH-1
4-1 & 4-2	4-1 CH-1 & 4-2
4-3 & 4-4	4-3 & 4-4 CH-1
4-7 & 4-8	4-7 & 4-8 CH-1
4-11 & 4-12	4-11 CH-1 & 4-12
CUTTER REPORT (Rev 9-92)	CUTTER REPORT (Rev 7-93)

- c. The CUTTER REPORT (CG-3273C Rev. 7-93) will be included in the next issue of the Forms Plus library. Until the CUTTER REPORT (CG-3273C Rev. 7-93) is available on Forms Plus (estimated delivery of December 1993), the enclosed CUTTER REPORT may be locally reproduced.
- d. Annotate this change on the RECORD OF CHANGE page.

/s/ R.A. APPLEBAUM
Chief, Office of Law Enforcement
and Defense Operations

Encl: (1) CH-1 to COMDTINST M3123.7J

NON-STANDARD DISTRIBUTION: A:v WSES cutters only (1); B:c Districts - m, oan, osr, ole, ap, r, re, opcen (8), MLCPC & MLCLANT (1); D:1 Fleet Trng Grp Pearl Harbor only (1); E:n MSD Concord only (1); F:a MSO San Francisco Bay only (1); F:b Greater Antilles Section only (1); F:d Support Center San Pedro only (1); F:p Ninth District (rst) only (1).

17 SEP 1992

6. a. (4) All days are to be treated as 24-hour days. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries.
- b. Submission.
- (1) Aircraft: Commanding officers of units which have aircraft attached and which have an OPFAC number in the current list of "Operating Facilities of the U.S. Coast Guard" (COMDTINST M5440.2 series) shall submit an Abstract of Operations Aircraft Report (G-OP-2002AV), CG-3273A, for each aircraft model attached following the procedures outlined in Chapters 1 and 2. All cutters (including icebreakers) with helicopters attached are exempt from this reporting requirement. Information relating to helicopters deployed on cutters shall be forwarded to the home air station for inclusion in that station's report. Information concerning deployments which extend beyond the end of a reporting period shall be sent by the most rapid means available.
- (2) Boats: Except as hereafter noted, commanding officers or officers in charge of shore units, including air stations and reserve units, which operate boats or store boats as spares and which have an OPFAC number in the current list of "Operating Facilities of the U.S. Coast Guard" (COMDTINST M5440.2 series) shall submit an Abstract of Operations Boat Report (G-OP-2002), CG-3273B, for each boat assigned following the procedures outlined in chapters 1 and 3, subject to the following exceptions: all barges (with the exception of AtoN barges--see 6.b.(5)), houseboats, floating cranes and similar craft, regardless of length, will not be reported. The Coast Guard Academy, Coast Guard Training Center Cape May and the Coast Guard Yard are excluded from this reporting requirement. The reporting requirement may be terminated by the district commander in those instances where a shore station has attached boats which meet **all** of the following: (a) outboard or non-powered, (b) less than 18 feet long, (c) used only for recreation or logistics support of the station itself and (d) are the only boats attached. This can be done by advising the unit by letter, with a copy to Commandant (G-OP) and (G-NRS), that reports from the particular unit are no longer required.
- (3) Cutters: Commanding officers or officers in charge of cutters 65 feet or greater in length, having an OPFAC number in the current list of "Operating

17 SEP 1992

6. b. (3) (cont'd) Facilities of the U.S. Coast Guard" (COMDTINST M5440.2 series) shall submit the Abstract of Operations Cutter Report (G-OP-2001), CG-3273C, following the procedures outlined in chapters 1 and 4.
- (4) Boats Assigned to Cutters: Commanding officers or officers in charge of cutters required to submit a CG-3273C (Abstract of Ops - Cutter Report) and which have boats assigned shall submit an Abstract of Operations Boat Report (G-OP-2002) CG-3273B for each boat assigned. Cutters shall report:
 - (a) Boat employment data accrued from operations which are independent of and separate from those of the cutter; such data shall be recorded under one of the Employment Categories in Section B of form CG-3273B. For example, when working a buoy, a cutter dispatches its boat to work another buoy; this is a separate and independent operation. Employing a cutter's boat for ELT boardings is supportive of the cutter's employment and should not be reported in Section B.
 - (b) Maintenance hours expended on each boat.
 - (c) The total operating hours for each boat for the entire quarter. Data relating to standby and storage shall not be reported for cutters' boats.
 - (d) A report is required, even if no maintenance hours or operating hours are performed.
- (5) ATON Barges: Some WTGBs and WLICs have barges attached which are capable of operating independently of the cutter to which they are assigned. For these barges, independent operations occur only when the cutter and barge are underway simultaneously working different aids or supporting different missions. The barge's independent operational hours should be reported utilizing the Abstract of Ops - Boat Report (CG-3273B). Indicate CGB _____ in block 4 of the report. Section C does not apply for barges. If no independent operational hours are generated, a report is not required.
- (6) Frequency: Quarterly.
- (7) Submission To: All reporting commands (including Reserve units) shall mail the original report(s) directly to Commandant (G-OP). Area and District commanders should not forward a copy to Headquarters unless a gross error is discovered.

17 SEP 1992

6. b. (8) Copy To:

- (a) Aviation Units: Aviation units shall send a copy to both their District and Area Commanders, regardless of the aircraft type assigned (i.e., even though HH-65 units are typically assigned to Districts, an AOPS report will also be sent to the Area Commander).
 - (b) Cutters and Small Boat Units: Cutters and Small Boat units shall send a copy via the chain of command to their appropriate Area or District Commander.
 - (c) Reserve Units: Reserve units shall send a copy to District Commander (rs) and Commandant (G-RST).
- (9) Submission Date: Commands shall submit reports **within ten working days after the end of each quarter.** Area and District commanders shall ensure timely submission by their units.
- (a) Cutter Late Submission: Cutters underway at the end of the quarter shall submit reports upon returning to port. If the reporting unit will not return to port by 14 working days after the end of the quarter, report Abstract of Ops information via message or other means by 14 working days after the end of the quarter (see figure 4-2 for a sample message format).

c. Review:

- (1) Commanding officers and officers in charge of reporting units shall personally ensure that their Abstract and Operations Reports accurately reflect their units' performance. A copy of the quarterly Abstract Report used daily by the OOD or Operations Officer could be submitted with the daily log for review and approval by the CO/OINC. The quarterly report would simply be a matter of summing the element totals from the completed daily sheets.
- (2) Area, district and group commanders shall review all reports submitted by units under their command for accuracy, timeliness and completeness, and shall ensure all procedures are complied with. Gross errors shall be corrected as outlined in this paragraph, part (4) below.
- (3) Commandant (G-OP) will compile the data for review and analysis. Abstracts of the data (the "Abstract of Operations") will be forwarded to area and

17 SEP 1992

6. c. (3) (cont'd) district commanders within sixty days of the end of the reporting period.
 - (4) Corrections: If gross errors (errors which cannot be resolved by cross checking the erroneous data against other correct data on the report) are noted after a report has been submitted, a complete corrected copy of the form shall be prepared and submitted as follows: The word "CORRECTION" shall be typed in the space above the OPFAC number on all corrected reports. The corrected data shall be clearly circled. Corrected reports shall be forwarded as soon as possible. Examples of gross errors are: entry of operational statistics under the wrong Employment Category; and entry of Homeport Days under Away From Homeport Days, or vice versa.
7. ACTION. Area and District commanders, unit commanding officers and officers in charge shall ensure the provisions of this manual are followed in the administration of the Abstract of Operations reporting system.
8. REPORTS AND FORMS REQUIRED: The Abstract of Operations Aircraft Report (RCS-G-OP-2002AV); Abstract of Operations Boat Report (RCS-G-OP-2002); and Abstract of Operations Cutter Report (RCS-G-OP-2001) shall be submitted in accordance with paragraph 6.b. Forms may be requisitioned after 1 NOV 92 as follows:
 - a. Commandant (G-OP):
Aircraft Rpt CG-3273A (Rev. 9-92) U/I (SE)
 - b. Supply Center, Brooklyn:
Boat Rpt CG-3273B (Rev. 9-92) 7530-00-F02-0420 U/I (SE)
Cutter Rpt CG-3273C (Rev. 9-92) 7530-00-F02-0430 U/I (SE)

An initial distribution of forms will be made to Area offices (Aof/Poc), District offices (o), Group offices, and individual units not under Group command.

/s/ R.A. APPLEBAUM
CHIEF, OFFICE OF LAW ENFORCEMENT
AND DEFENSE OPERATIONS

NON-STANDARD DISTRIBUTION: A:v WSES cutters only (1); B:c Districts - m, oan, osr, ole, ap, r, re, opcen (8), MLCPAC & MLCLANT (1); E:n MSD Concord only; F:a MSO San Francisco Bay only (1); F:b Greater Antilles Section only (1); F:d Support Center San Pedro only (1); F:p Ninth District (rst) only (1).

TABLE OF CONTENTS

Chapter 1.	- Employment Category Definitions	
	A. Employment Categories	1-1
	B. Employment Categories Unique to Resource Type	1-7
Chapter 2.	- Abstract of Operations Aircraft Report	
	A. Concept of Reporting	2-1
	B. Abstract of Operations Aircraft Report Instructions	2-2
	C. Edit Checks	2-8
Chapter 3.	- Abstract of Operations Boat Report	
	A. Concept of Reporting	3-1
	B. Abstract of Operations Boat Report Instructions	3-1
	C. Edit Checks	3-6
Chapter 4.	- Abstract of Operations Cutter Report	
	A. Concept of Reporting	4-1
	B. Abstract of Operations Boat Report Instructions	4-2
	C. Suggested Abstract Entries for Cutters	4-12
	D. Edit Checks	4-14

Chapter 1. EMPLOYMENT CATEGORY DEFINITIONS

- A. Employment Categories. An Employment Category defines the purpose for which a resource is used. More than one employment category may be simultaneously assigned during the use of a resource - refer to appropriate subsequent chapter(s).
1. Marine Inspection Program (MARINE INSP) - Report all operations which support the Marine Inspection program objective of minimizing deaths, personal injuries and property loss or damage associated with vessels and other facilities engaged in commercial, scientific or exploratory activity within the Coast Guard's jurisdiction. Specifically included in this category are sorties for marine casualty investigations and inspection visits. Do not use this category for reporting activity related to the enforcement of commercial fishing vessel safety regulations; use ELT FISH-DOM.
 2. Recreational Boating Safety (REC BOAT SAFE) - Report operations which endeavor to prevent recreational boating accidents through the enforcement of boating safety laws and regulations. This includes cases of termination for unsafe use and boardings undertaken specifically to determine and encourage compliance with boat equipment regulations. Safety patrols should be reported under the Employment Category which is being benefited by the patrol (e.g. REC BOAT SAFE, PORT SAFE, SAR).
 3. Search and Rescue (SAR) - Report operations in which resources are used to assist persons or property in potential or actual distress. Include overland SAR in this category with appropriate annotation in the Remarks section.
 4. Domestic Icebreaking (DOM ICE) - Report all icebreaking on domestic waters in support of search and rescue, and other emergency situations; assistance to other agencies to prevent flooding caused by ice; facilitation of safe navigation; and transit in ice. Do not include transient icebreaking within domestic waters enroute a Polar deployment in this category, unless in support of
 5. Polar Operations (POLAR OPS) - Report all operations associated with deployments to the polar regions, except operations in support of commerce into and from Alaskan OTHER during inspections of foreign Antarctic bases, and ports should be reported as DOM ICE. Concurrent reporting may be done during POLAR OPS accountable periods, such as OP TRA during TSTA enroute Deep Freeze or other deployments; Marine Science Activities (MSA) when conducting independent science support not associated with the polar operation deployment;; ELT-Marine

1.A.5. (cont'd) Environmental Protection - Prevention and Enforcement (MEP ENFORCE) during enforcement of Antarctic Protocols.

6. Marine Science Activities (MSA) - Report operations in support of the International Ice Patrol, National Data Buoy Center activities, including servicing, relief, and maintenance of NDBC weather buoys; and other dedicated oceanographic and meteorological activities in support of Coast Guard or other agency initiated projects, e.g., TOGA buoy program SLDMB test and evaluation. Include a description of the specific oceanographic mission in the remarks section.

NOTE: The resource hours allocated to support routine weather observations or other data collection under the Marine and Coastal Weather Observation and Reporting Program, Ocean Sounding Program, and expendable bathythermograph observations should not be reported under the MSA category. The level of effort for these routine reports is easily calculated from other sources.

7. Enforcement of Laws and Treaties - Report all Coast Guard law enforcement activities except those related to recreational boating safety, pollution control, vessel traffic control, and port and vessel safety. All patrols, boardings and other activities conducted in support of the ELT Program have a single, uniform purpose: To prevent, detect, and suppress violations of all applicable United States laws and treaties. Every ELT boarding consists of such inspection/inquiries/examinations of the vessel as may be necessary and proper to achieve this purpose. Despite this uniformity of purpose and procedure, the broad range of activities included in this category necessitates its division into subsections. For reporting purposes, the appropriate subsection is provided by answering the following question: What type of potential violation(s) motivated the particular use of Coast Guard resources?

- a. ELT FISH-DOM - If the answer is: Violations of laws and international agreements relating to domestic fisheries and commercial fishing vessel safety.
- b. ELT FISH-FOR - If the answer is: Violations of laws and international agreements relating to foreign fisheries.
- c. ELT SANCTS - If the answer is: Violations of laws and regulations relating to National Marine Sanctuaries designated pursuant to the Marine Research, Protection, and Sanctuaries Act of 1972 (MRPSA) (16 U.S.C. 1431, et seq.). This includes general, multi-mission deterrent and surveillance patrols conducted within or through a marine

- 1.A.7. c. (cont'd) sanctuary. This also includes cooperative or joint operations as well as those in which the Coast Guard is the lead or sole agency. This category does not include activity in support of Federal or state wildlife refuges, marine mammal rookeries, or other types of wildlife sanctuaries not covered under the MRPSA; this activity would be classified under ELT FISH-DOM. For further guidance, refer to COMDTINST M16247.1, Maritime Law Enforcement Manual.
- d. ELT DRUGS-AIR - If the answer is: Violations of laws and international agreements relating to illicit drug trafficking by an aircraft (air interdiction). This includes cooperative or joint operations as well as those in which the Coast Guard acts as the lead agency. Example: A 378 on patrol is requested to use its air search radar to track a suspect aircraft.

- 1.A.7. e. ELT DRUGS-SURF - If the answer is: Violations of laws and international agreements relating to illicit drug trafficking by a boat/ship (a vessel on water). This includes cooperative or joint operations as well as those in which the Coast Guard acts as the lead agency. Example: A vessel boarded on the high seas would fall into this category, even if the vessel was seen receiving the illicit drugs from an aircraft. Aircraft tracking the suspect airplane would classify their time as ELT DRUGS-AIR.
- f. ELT MIGRANT - If the answer is: violations of laws and international agreements relating to illegal immigration to the United States from foreign countries. This includes the AMIO program and other activities related to the interdiction of illegal immigrants bound for the U.S.
- g. ELT OTHER - If the answer is: Violations of laws, regulations, or international agreements unrelated to fisheries, marine sanctuaries, drug trafficking, or illegal immigration. This includes maritime activities in support of other federal, local, and state law enforcement agencies. Report boating while intoxicated (BWI) operations in this category.
8. Military Operations - Includes support to DoD or unilateral Coast Guard defense operations of a military nature. Support operations to DoD may be under operational control of a component commander or remain under Coast Guard operational control. Military Operations does not include stateside and U.S. Territory Port Security support/activities. The difference between the four categories below is the operating environment in which operations are conducted, whether operations are supporting DoD operations during a contingency, build up for a contingency, or whether the operations support routine peacetime missions/training. Report activities under this category as follows:
- a. MILOPS - WAR - Warfare missions during time of actual or potential conflict/contingency. Includes direct participation in military operations or support operations, with the exception of stateside and U.S. Territory port security. Also includes involvement in military incidents, during an undeclared war/conflict, in which the use of Rules of Engagement (ROE) is necessary - such as an attack on a cutter/aircraft by another country's military force, requiring self defense measures. Does not include use of force during law enforcement activities. Some examples include WHEC battlegroup operations, PSU/WPB OCONUS deployment for naval costal warfare/harbor defense mission, visit and search operations in support of U.N. sanctions, C-130 logistics support

- 1.A.8. a. (cont'd) for PSU or air detachment and deployment, C-130 support to DoD for potential evacuation operation of US citizens from a foreign country.
- b. MILOPS - PEACE - Direct support to DoD during peacetime for military defense/capability related operations. Includes activities such as Q-route surveys, freedom of navigation operations, combat systems test and evaluation, logistics support to DoD resources conducting training while not actually participating in training - not including port security support.
- c. MIL TRA - Individual or multi-unit training in naval warfare mission areas, not accounted for in categories of MIL EX or REF TRA. Also includes time deployed for training availabilities at Navy training facilities. Examples include surface/air gunnery exercises and CBR warfare training.
- d. MIL EX - Cutter, aircraft, and/or boat participation in Navy and other DoD sponsored military exercises (e.g., Navy fleet exercises), Maritime Defense Zone (MDZ) exercises, and/or port breakout exercises.

NOTE: MIL EX does not include combined exercises designed specifically for training and/or familiarization of foreign nationals such as UNITAS or WATC (see INTERNAT'L AFFAIRS).

9. Cadet and OC training (CADET/OC) - Report activities which endeavor to train Officer Candidates and Coast Guard Academy Cadets.
10. Short Range Aids to Navigation (A TO N) - Report activities which endeavor to facilitate the safe and unencumbered passage of marine traffic in coasta, inland waterways and harbor areas by establishing and maintaining audio, visual and short range electronic signals (e.g. racons).
11. Radionavigation Aids (RAD NAV) - Report activities which endeavor to facilitate safe and expeditious passage of marine and air traffic by providing a continuous, accurate, all-weather position fixing capability. Support to Coast Guard operated LORAN C stations, OMEGA stations and radio beacons is the activity most performed in this employment category.
12. Marine Environmental Protection
- a. Marine Environmental Protection - Operations (MEP OPS) - Report activities which endeavor to minimize

- 1.A.12. a. (cont'd) the damage caused by pollutants discharged into the marine environment by providing efficient, coordinated, and effective action in response to the discharge, or substantial threat of discharge, of oil or designated hazardous substances into the waters of the United States. Specific tasks include: discharge investigation; aerial surveillance in response to a report of polluting discharges; discharge removal operation monitoring; and where necessary, discharge removal by Coast Guard personnel.
- b. Marine Environmental Protection - Prevention and Enforcement (MEP ENFORCE) - Report activities directed at prevention of discharge of pollutants or hazardous materials and activities directed at enforcement of marine environmental laws (other than MARPOL agreements).
- c. Marine Environmental Protection - MARPOL (MEP MARPOL) - Report activities directed at enforcement or monitoring of MARPOL agreements (i.e., International Convention for the Prevention of Pollution from Ships).
13. Port Safety or Security - Includes stateside and U.S. Territory activities to insure the safety and security (wartime or peacetime) of vessels, ports, waterways and their related facilities. The difference between port safety and port security is in the type and perspective of the threat or hazard:
- a. PORT SAFE (PORT SAFE) - Preventative operations to protect personnel or waterway facilities. These operations are generally focused inward, such as monitoring lightering and cargo transfer operations, harbor patrols, vessel escorts, safety zone enforcement, etc.
- b. PORT SECURITY - MILITARY (PORT SEC - MIL) - Operations to provide security to DoD resources/activities or other military related facilities from a potential or identifiable external threat. Some examples of such activities include naval vessel escorts, military outloads, and monitoring special interest vessels (SIVS).
- c. PORT SECURITY - OTHER (PORT SEC - OTHER) - Operations to provide security (i.e., enforcement of security zones) to commercial shipping/facilities from potential or identifiable external threats. Some examples include LNG tankers threatened by environmentalist protest actions, or protection of passenger vessels and terminals against terrorist attack.

- 1.A.14. Cooperation With Other Agencies - Resource utilization in support of other agencies should normally be associated with and credited to a particular Coast Guard Employment Category. Support provided to federal, state or local law enforcement authorities should be reported under this category only if the law enforcement action being supported is unrelated to one of the Coast Guard's law enforcement or other responsibilities. For example, assisting another agency to enforce a federal law on waters subject to the jurisdiction of the United States should usually be credited to one of the six ELT categories; assisting local or state authorities in the recovery of a stolen vessel, when no federal crime is involved, should be credited to ELT OTHER; providing air or water transportation to law enforcement authorities on land or in internal waters is properly credited to COOP. Civil Emergency Actions, Operations, Exercise, and/or Training would normally be reported in this category. Record the hours in the appropriate categories:
- a. COOP FED
 - b. COOP STATE
 - c. COOP LOCAL
15. Public Affairs (PUB AFFAIRS) - Report activities which endeavor to provide the public and the Coast Guard with information on Coast Guard participation in interagency matters not assigned to particular programs, and to provide logistical support to units and personnel of the Public Affairs Program. Static displays, public demonstrations, dependents' cruises, and transportation of Coast Guard Band are examples of Public Affairs employment.
16. International Affairs (INTNAT'L AFFAIRS) - Report activities which are designed to enhance the Coast Guard's working relationships with our counterparts from other nations or to help them develop their maritime capabilities. This includes combined operations/exercises or embarking foreign nationals for training/familiarization. Examples include participation in UNITAS, WATC, OPERATION TRADEWINDS, professional exchanges during foreign port visits, on-th-job training for international students.
17. Reserve Training (RESERVE) - Report activities which endeavor to train reserve officers and enlisted personnel for active duty in time of war or national emergency or at such times as necessary to augment Coast Guard forces during domestic emergencies or peak operations. Training of reserve personnel is normally conducted in conjunction with other Employment Categories. When this is the case, it should not be reported under the RESERVE category.

1.A.18. Bridge Administration (BRIDGEE) - Report activities in support of investigations of bridge operation violations.

19. Miscellaneous and Other (MISC) - Report any usage of resources which cannot be attributed to a listed Employment Category. This program should not be used indiscriminately. A concerted effort should be made to relate all resource usage to an identified program. **Each mission included in this category shall be accompanied by an explanation in the remarks section.**

20. SPECIAL - Report activities under this category as directed by Commandant. These activities will be used to record effort expended during unusual major activities which require data collection. Explanations of use of this category shall be explained in the remarks section.

a. SPECIAL A - To be assigned by Commandant.

b. SPECIAL B - To be assigned by Commandant.

B. Employment Categories Unique to Resource Type:

1. Aircraft:

a. TEST - Report functional check flight activities associated with the testing or examining of aircraft or aircraft components following instances of modification, maintenance or overhaul.

b. Ferry Between Facilities (FERRY) - Report the transfer of aircraft between two locations which is not assignable to a particular category. Flight time will be credited to the unit retaining custody of the aircraft during ferry.

c. Operational Training - Report aviation training activities under this category as follows:

- (1) PROF TRA PILOT - Operational Pilot proficiency training, including recurring standardization checks, for proficiency within a current qualification.
- (2) PROF TRA CREW - Operational air crew proficiency training, including recurring standardization checks, for proficiency within a current qualification.
- (3) PROF TRA SURFACE - Training devoted to cutter or boat crew qualifications or proficiency, and training of personnel from other agencies, the primary benefit of which is realized by the Coast Guard (e.g. PHS doctors who make MEDEVAC determinations). Other training of non-Coast

- 1.B.1. c. (3) (cont'd) Guard personnel should be listed as COOP, PUB AFFAIRS or MISC.
- (4) UG TRA PILOT - Pilot upgrade training for an upgrade or change in qualification(s).
- (5) UG TRA CREW - Air crew upgrade training for an upgrade or change in qualification(s).
- (6) TRADIV TRAINING - TRADIV syllabus training conducted by TRADIV instructors at ATC Mobile for pilots and other air crew members. Includes all training and standardization flights for ATC instructors. Standardization visit flights by ATC Mobile instructors at operational units are not included in this category.

2. Boats:

- a. Trailer Transport of A to N boats (A TO N TRAIL) - Record time spent transporting a boat to and from launch site for AtoN work. Do not include time the boat is underway. Consider a round trip as one sortie.
- b. Trailer Transport of SAR boats (SAR TRAIL) - Record time spent transporting a boat to and from launch site for SAR work. Do not include time the boat is underway. Consider a round trip as one sortie.

3. Boats & Cutters:

- a. Boat/Cutter Operational Training (OP TRA) - Report activities under this category that pertain to general unit/force training in navigation, seamanship, safety, first aid, damage control, etc. As a rule of thumb, all training conducted that covers and provides experience/expertise in more than one mission area should be identified under this category. This type of training does not include time spent at refresher training, fleet exercises, or MDZ exercises. Includes cutter time deployed to facilities away from homeport for training availabilities, except training time specifically designated to warfare mission areas, falling under the MIL TRA category.

4. Cutters:

- a. Cutter Refresher Training (REF TRA) - Includes entire time cutters spend at refresher training, either at the Navy training site or at another site hosting exportable Navy refresher training. Transit time is also included if the sole purpose of the transit is to go to or return from refresher training.

Chapter 2. ABSTRACT OF OPERATIONS AIRCRAFT REPORT
(RCS G-OP-2002AV)

- A. Concept of Reporting. Most Coast Guard aircraft are multimission resources, capable of accomplishing more than one program or task. Often these aircraft are used to perform missions simultaneously. This flexibility has served us well, not only from an operational standpoint, but also for programming and budgetary purposes.
1. Flight Accomplishments. A concerted effort must be made to report exactly what was accomplished on each flight. The determination of whether or not two or more Employment Categories are being accomplished simultaneously may require subjective judgment on the part of the reporter. When a mission is scheduled to accomplish only one Employment Category, other Employment Categories may be accomplished only to the extent that conditions at the time allow. The aircraft commander must determine if any unscheduled Employment Categories are being benefited because of the presence of the aircraft, and must decide whether the unscheduled Employment Category should be "billed" for part of the "cost" of the flight. If an aircraft conducts two or more scheduled or unscheduled Employment Categories simultaneously, both will be credited with at least one mission.
 2. Readiness. When reporting aircraft availability, i.e., standby and readiness, similar considerations should be made. When an aircraft is in a "high" degree of readiness (defined within this chapter), it should easily be attributable to a particular Employment Category. As this standby is normally scheduled and is maintained for a specific Employment Category, it should be reported as such.
 3. Unable to Meet Readiness. In addition to determining how the aircraft is being utilized, it is important to know how often a unit is unable to meet its operational readiness requirements. This information will provide data which can be used to determine the Coast Guard's SAR readiness posture.
 4. Utilization. The aviation unit to which an aircraft is assigned normally reports all of the aircraft's UTILIZATION DATA (section B. of the ABSTRACT OF OPERATIONS AIRCRAFT REPORT). For example, Air Station North Bend should report all UTILIZATION DATA for all its assigned aircraft assuming they provide the flight crew(s). Additionally, in the event an aircraft is loaned with a flight crew(s) from the "owning unit", the "owning unit" should continue to report the UTILIZATION DATA. For example, Air Station Cape Cod temporarily

2.A.4. (cont'd) loans an aircraft and flight crews(s) to Air Station Brooklyn, then Air Station Cape Cod should report all the UTILIZATION DATA for this aircraft. However, if an aircraft is loaned without a flight crew(s) from the "owning unit", the "borrowing unit" should report the UTILIZATION DATA. For example, if Air Station Clearwater temporarily loans an aircraft to Air Station Elizabeth City, but does not supply the flight crew(s), then Elizabeth City should report the UTILIZATION DATA.

5. Daily Running Log. It is recommended that a daily running log be maintained by each reporting unit. A copy of the form used for the quarterly report can be used as a daily log sheet by using the "Quarter Ending" item under the "Unit Identification" as "Today's Date". At the end of the quarter, the reporting unit can simply total all daily logs to prepare the quarterly report.

B. Abstract of Operations Aircraft Report Instructions (Figure 2-1).

1. Section A - Unit Identification

- a. OPFAC Number - Record the unit OPFAC number as listed in Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2 series).
- b. Reporting Unit - Record the full identification of the reporting unit (e.g. CG Air Station Traverse City)
- c. Quarter Ending - Record the date of the last day of the fiscal quarter for which the report is being written. (MM/DD/YY)
- d. Aircraft Model - Record the type and model of the aircraft being recorded on (e.g. HC 130H).

2. Section B - Utilization Data

- a. Employment Category - Defined in chapter 1.
- b. Missions - The number of times an Employment Category is benefited under separate taskings subject to the following conditions and limitations:
 - (1) A tasking interrupted by another and resumed is recorded as one mission for the original tasking and one mission for the interrupting tasking.
 - (2) A tasking interrupted by operational necessity, such as refueling, is recorded as one mission.
 - (3) A multiple sortie and/or multiple day SAR case under the same Unit Case Number (UCN) is recorded as one mission.

- 2.B.2. b. (4) Multiple missions are recorded when tasking includes multiple pre-designated patrol or surveillance areas.
- (5) At least one mission should be recorded on the abstract for each employment category used.
- c. Sorties - The individual movement of an aircraft in providing services from the time it is underway until it returns for replenishment or terminates to begin another mission. Resumption of a mission interrupted by a higher priority assignment will constitute an additional sortie, if occurring during one particular flight. Should two or more different Employment Categories be benefited under one set of orders (one sortie), the sortie is reported under the primary Employment Category only. In this situation, the aircraft commander should determine which of the benefited categories is the "primary" one.
- d. Flight Hours - Flight hours comprise all time officially creditable to an individual aircraft. Flight hours begin when the aircraft first moves forward on its takeoff run or, in case of rotary wing aircraft, when it takes off from the surface or flight deck. Flight hours ends after airborne flight when the aircraft is on the surface and either (1) the engines are stopped or the aircraft has been on the surface for 5 minutes, whichever comes first, or (2) a change is made in the pilot in command.
- e. Resource Hours - The flight hours that are credited to each Employment Category which is benefited during a flight. For example:
- (1) For periods during a flight in which the aircraft is employed in a single Employment Category, the Resource Hours credited to that Employment Category will be equal to the total number of Flight Hours.
- (2) For periods during a flight in which the aircraft is employed in two or more Employment Categories simultaneously, the Resource Hours credited to each of the two Employment Categories will be divided between the categories. The aircraft commander must determine how the resource hours are divided among the benefited programs.

NOTE: For any given flight, the total number of Resource Hours in all Employment Categories equals the total number of Flight Hours expended by the resource. The total number of Employment Hours is equal to or greater than the total number of Resource Hours.

- 2.B.2. f. Land Based Resource Hours - The Resource Hours which are accumulated by an aircraft when operating from a land base. The DAY period is considered normal working hours. Flight time occurring outside normal working hours including weekends and holidays is to be credited to the DUTY category.
- g. Shipboard Resource Hours - Helicopter flight hours involving direct operation with a ship; e.g., takeoff, landing, HIFR, VERTREP, SAREX, etc. Examples are:
- (1) The total elapsed flight time between the departure of a helicopter from its parent command, flight operations with the ship, and recovery at the same unit, when the helicopter is involved in any shipboard operation.
 - (2) For cases where a helicopter is diverted from a non-shipboard operation to a shipboard operation, shipboard resource hours shall include the total flight time from the time of diversion until return to the non-shipboard operation, recovery at home unit, or recovery at the first shore station enroute the home unit, whichever occurs first.
 - (3) For helicopters assigned to polar operations deployments aboard icebreakers or ELT deployments aboard cutters, shipboard resource hours shall include the all the flight time from the departure from the last shore station enroute the ship until return to the first shore station enroute the home unit.
- NOTE: The maintenance hours incurred while engaged in shipboard operations must be reported in Section C. titled DATA SUMMARY.
- NOTE: The home air station for helicopters deployed aboard icebreakers or cutters is responsible for submitting the ABSTRACT OF OPERATIONS AIRCRAFT REPORT.
- h. Employment Hours - The flight hours which are expended while benefiting a particular Employment Category. Two or more Employment Categories can be benefited simultaneously. For example, a three-hour flight that benefits PORT SAFE, ELT OTHER, and SAR simultaneously would constitute nine Employment Hours, three for each program.
- i. High Readiness Hours (B-0 to B-2) - The time, in hours, in readiness status of Bravo-2 or less that is scheduled and in support of a particular Employment Category. Flight crews must be standing by to man

- 2.B.2. i. (cont'd) the designated aircraft. When an aircraft is maintained in a high readiness status for SAR, normally no other Employment Category shall be credited with high readiness standby time. If the ready aircraft is specifically scheduled for standby for SAR and another Employment Category simultaneously, then the readiness time should be divided equally between the respective Employment Categories. Occasional launching of the ready SAR aircraft in support of another Employment Category does not alone justify the assignment of any readiness time to that category.

3. Section C - Data Summary

a. Unable to Meet Readiness Requirements (UMRRH, UMRRO) -

- (1) Record the total number of hours (day or duty) the station was unable to meet its readiness requirement for that particular aircraft type with its own aircraft resources, plus the number of occurrences which made up those hours. For example: A three HH-65A unit with a one B-0 requirement has one helicopter deployed on an ELT patrol and one helicopter down for a transmission change. The third helicopter returns from a mission with a grounding discrepancy at 1400; at 2000 the helicopter is repaired and returned to B numbatus. The time 'Unable to Meet Readiness Requirements' will begin at 1400 and continue until the helicopter is repaired. The time until the end of normal working hours will be accounted for under DAY, the time from the end of working hours until the helicopter was repaired will be accounted for under DUTY. Since the helicopter was first not operationally ready during DAY period, one "OCCURRENCE" should be accounted for under DAY. At 0300 the next day the helicopter is launched on a SAR case and returns at 0330 with a fire warning light. The helicopter returns to B-0 at 1000 the same day. The time 'Unable to Meet Readiness Requirements' will begin at 0330 and continue until the helicopter is repaired. The time until the beginning of normal working hours will be accounted for under DUTY, the time from the beginning of working hours until the helicopter was repaired will be accounted for under DAY. Since the helicopter was first not operationally ready during DUTY period, one "OCCURRENCE" should be accounted for under DUTY.
- (2) For the purpose of reporting this information an aircraft undergoing any maintenance procedures

- 2.B.3. a. (2) (cont'd) shall not be considered a "Bravo" aircraft. The perceived ability of maintenance personnel to rapidly reassemble and launch an aircraft to support a B-0 or B-2 readiness posture shall not be considered.

NOTE: Routine preflights, thruflights, and servicing, such as refueling, where the aircraft is not disassembled shall not be considered as unable to meet readiness requirements.

- (3) Airborne or deployed aircraft may fill a Bravo readiness requirement, depending upon their location and ability to respond, at the discretion of the operational commander.

- b. Not Mission Capable (NMC) Hours - Record the time, in hours, when an aircraft was not mission capable due to: (1) maintenance work that had to be performed, but, due to unavailable supplies, could not be performed (NMCS); (2) maintenance work that had to be performed with supplies available (NMCB), or (3) both (NMCS). The sum of NMCS, NMCB, and NMCM hours equals NMC hours. The DAY period is considered to be the station's normal working hours. The DUTY period is all non-working hours, including weekends and holidays. A comprehensive definition of NMC can be found in COMDTINST M13020.1, Aeronautical Engineering Maintenance Management Manual.

- c. Average Number of Aircraft Assigned (ANAA) - Divide the total number of aircraft days in the quarter that aircraft of the model have been assigned to the station by the total number of days in the quarter and record. Any part of a day is included as one day. "Spare" aircraft will not be included in this calculation. For example, two HH-65's were assigned to an air station for all 92 days and one HH-65 was assigned for 50 days. The average number of aircraft assigned would be: $((92 \times 2) + 50) / 92 = 2.54$ (the total number of days in the quarter must be 90, 91, or 92). Carry results to two decimal places. Aircraft temporarily loaned to another unit without an "owning unit" flight crew will not be accounted for by the "owning unit" from the time control is passed by the "owning" C.O. to the time control is returned by the "borrowing" C.O. The "borrowing" unit must account for the time the aircraft is "borrowed".

NOTE: Do not use ANAA in "Percent program hours flown" calculations. ANAA does not change programmed hours.

- d. Average Number of Spare Aircraft Assigned (ANSAA) - Divide the total number of aircraft days in the

- 2.B.3. d. (cont'd) quarter that spare aircraft of the model have been assigned by the total number of days in the quarter and record, carrying results to two decimal places. Aircraft temporarily loaned to another unit without an "owning unit" flight crew will be accounted for by the "borrowing unit" as spare aircraft from the time control is passed by the "owning" C.O. to the time control is returned by the "borrowing" C.O.
- e. Days Away from Home Station (DAHS) - Record the number of days (rounded to the nearest whole day) in which an aircraft is away from the parent command on any mission for a continuous period of 12 or more hours. **Aircraft deployed aboard ship are not to be accounted for in this category.** The time shall extend from departure of the aircraft until recovery at the home unit except for the below situations:
- (1) Ferry to and from Overhaul Facility - Record the time between departure from the home unit until arrival at the overhaul facility and the time between departure from the overhaul facility to the home unit.
 - (2) Transfer of Aircraft - Record the time between departure from the home unit to arrival at the receiving station.
 - (3) Crash Damaged Aircraft - For crash damaged aircraft involved in depot level maintenance or strike damage, time shall terminate at the time of the accident.
 - (4) Temporary Loan of Aircraft to Another Unit - For aircraft temporarily loaned without an "owning unit" flight crew, record as in B.3.e.(2) above. Record the entire time of aircraft temporarily loaned with an "owning unit" flight crew.
- f. Days Deployed Aboard Ship (DDAS) - Include the number of days unit aircraft have been deployed aboard ship. Fractional days at the beginning and the end of the deployment period shall be counted as whole days.
- g. Rescue Swimmer Operations
- (1) Rescue Swimmer - Operational Deployments (RSOD) - Report the number of operational (non-training) deployments of the rescue swimmer. Report all operational deployments of crewmembers in the rescue swimmer crew position.
 - (2) Rescue Swimmer - Lives Saved (RSLs) - Report the number of lives saved on cases where operational deployment of the rescue swimmer was recorded.

2.B.3. g. (3) Rescue Swimmer - Lives Assisted (RSLA) - Report the number of lives assisted on cases where operational deployment of the rescue swimmer was recorded.

h. Cargo Sorties - Record the number of cargo sorties for each type of aircraft as follows:

LOAD RANGE (LBS)

	A	B	C	D	E
LRS	0-500	501-5000	5001-10000	10001-20000	20001+
MRS	0-250	251-500	501-1000	1001-2500	2501+
MRR	0-500	501-1000	1001-2500	2501-5000	5001+
SRR	0-250	251-500	501-1000	1001-2500	2501+

VOLUME RANGE (CU FT)

	A	B	C	D	E
LRS	0-500	501-1000	1001-2000	2001-3000	3000+
MRS	0-100	101-200	201-300	301-400	401+
MRR	0-1000	1001-2000	2001-3000	3001-4000	4001+
SRR	0-1000	1001-2000	2001-3000	3001-4000	4001+

Cargo is defined for this purpose as; "equipment and non-crew personnel not normally required for the support of the aircraft's operation, systems, or crew". The total amount of cargo carried externally or internally during the sortie shall be counted. For example, if three loads of 1000 lbs each were carried during one helicopter "sling ops" sortie, then 3000 lbs of cargo should be recorded.

NOTE: Cargo sorties will be accounted for under the appropriate employment category as well as in this section. A specific example would be a C-130 flies parts to an H-3 which is on a SAR case and has broken down. The C-130 flight hours would be logged in support of the SAR Employment Category.

4. Section D - Remarks

- a. Blank space is provided on both sides of the form for remarks. A separate sheet may be used for remarks.
- b. Explanatory remarks are required any time hours are recorded in the "MISC" or "SPECIAL" Employment Categories. Use of remarks is encouraged any time they will help clarify other entries in the report.

C. Edit Checks - The following edit procedures can be used to detect minor errors commonly made by reporting units. The detection and correction of these errors at the unit level increases the accuracy of the system and reduces the time

2.C.(cont'd) required to process the data. The following questions should be applied to each completed Aircraft Report form prior to submission:

1. OPFAC Number - Does this item contain seven digits, the first two of which indicate the District or Area (except for Headquarters units)?
2. Quarter Ending - Is the entry one of the following: 12/31/yr, 3/31/yr, 6/30/yr, 9/30/yr?
3. Aircraft Model - Is a single model of aircraft indicated? The HH-3F and CH-3E are two different models and require separate reports.
4. Totals - Are the column totals in the utilization section correct?
5. Average Number of Aircraft Assigned and Spare Aircraft Assigned - Are these figures carried out to two decimal places?
6. Whole Numbers - Are all statistical entries (except for Average Number of Aircraft Assigned and Average Number of Spare Aircraft Assigned) rounded off to the nearest whole number?
7. Double Check - Are Employment Hours greater than or equal to Resource Hours for each Employment Category?

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3273A (Rev. 9-92)	Abstract of Operations AIRCRAFT REPORT	REPORTS CONTROL SYMBOL G-OP 2002AV								
A. UNIT IDENTIFICATION										
1. OPFAC NO	2. REPORTING UNIT									
3. QUARTER ENDING	4. AIRCRAFT MODEL IDENTIFICATION									
B. UTILIZATION DATA										
EMPLOYMENT CATEGORY	MISSIONS	SORTIES	RESOURCE HOURS			EMPLOY HOURS	HIGH READY HOURS	C. DATA SUMMARY		
			LAND DAY	LAND DUTY	SHIP- BOARD			UNABLE TO MEET READINESS REQUIREMENTS		
								★ ★ ★	OCCURENCE	HOURS
1. MARINE INSP								DAY	1	
2. REC BOAT SAFE								DUTY	2	
3. SAR								TOTAL	3	
4. DOM ICE								NOT MISSION CAPABLE HOURS		
5. POLAR OPS								SUPPLY (NMCS)	MAINT. (NMCM)	BOTH (NMCB)
6. MSA								TOTAL (NMC)		
7. ELT FISH-DOM								DAY	4	
8. ELT FISH-FOR								DUTY	5	
9. ELT SANCTS								TOTAL	6	
10. ELT DRUGS-AIR								7. AVERAGE # ACFT ASSIGNED		8. AVERAGE # SPARE ACFT ASSIGNED
11. ELT DRUGS-SURF								9. DAYS AWAY FROM HOME STATION		10. DAYS DEPLOYED ABOARD SHIP
12. ELT MIGRANT								RESCUE SWIMMER		
13. ELT OTHER								DEPLOYMENTS 11.	LIVES SAVED 12.	LIVES ASSISTED 13.
14. MIL OPS-WAR								CARGO SORTIES		
15. MIL OPS-PEACE								RANGE	A	B
16. MIL TRA								14. LOAD		C
17. MIL EX								15. VOL		D
18. CADET/OC										E
19. A TO N								D. REMARKS (continue on reverse or separate sheet if necessary)		
20. RADNAV								1.		
21. MEP OPS										
22. MEP ENFORCE										
23. MEP MARPOL										
24. PORT SAFE										
25. PORT SEC-MIL										
26. PORT SEC-OTHER										
27. SPECIAL A										
28. SPECIAL B										
29. COOP-FED										
30. COOP-STATE										
31. COOP-LOCAL										
32. PUB AFFAIRS										
33. INTNATL AFFAIRS										
34. RESERVE										
35. BRIDGE										
36. MISC										
37. TEST										
38. FERRY										
39. PROF TRA-PILOT										
40. PROF TRA-CREW										
41. PROF TRA-SURF										
42. UG TRA-PILOT										
43. UG TRA-CREW										
44. TRADIV TRA										
TOTALS	45.	46.	47.	48.	49.	50.	51.			
DATE		SIGNATURE OF COMMANDING OFFICER OR OFFICER IN CHARGE								

Chapter 3. ABSTRACT OF OPERATIONS BOAT REPORT (RCS G-OP-2002)

A. Concept of Reporting. Coast Guard boats are for the most part multimission vessels, capable of accomplishing more than one program or task. Boats also perform missions simultaneously on occasion. This flexibility serves us well, not only from an operational standpoint, but also for programming and budgetary purposes.

1. Boat Accomplishments. Employment categories are used to report exactly what boats accomplished on any given sortie or mission. The reporter is responsible for determining which Employment Categories are being benefited. In making this determination, the reporter should consider if any additional Employment Category should be noted as benefiting from a sortie even though it was not the primary Employment Category for the original mission. If the sortie was scheduled for the purpose of benefiting two Employment Categories, then both should be reported equally. Refer to examples and definitions on the following pages for guidance in reporting these situations.
2. Not Underway. When a boat is not underway, it is in Maintenance, Standby or Storage status. Refer to the definitions on the following pages for guidance in reporting these categories.
3. Boats Assigned to Cutters. Standby and Storage hours for boats attached to cutters are not reported; only those hours expended on independent operations and maintenance, as well as the total operating hours for the quarter, are reported. When a boat is assigned to a cutter, but not carried aboard the cutter, it shall be reported like other independent boats.
4. Daily Running Log. It is suggested a daily running log be maintained at each reporting unit. Another option is the use of a copy of the form used for the Abstract quarterly report. By simply using the "Quarter Ending" item under the "Unit Identification" as a "Today's Date". At the end of the quarter, the reporting unit then only needs to total all daily logs to prepare the quarterly report.

B. Abstract of Operations Boat Report Instructions (Figure 3-1).

1. Section A -Identification Data

- a. OPFAC Number - Record the unit OPFAC number, as listed in Operating Facilities of the U. S. Coast Guard (COMDTINST M5440.2 series).

- 3.B.1. b. Reporting Unit - Record the full identification of the reporting unit (e.g. CG STA PORT ARANSAS).
- c. Quarter Ending - Record the date of the last day of the fiscal quarter for which the report is being written. (MM/DD/YY)
- d. Boat Identification - Record the boat designation, as listed in Operating Facilities of the U.S. Coast Guard, followed by the Coast Guard number (e.g. MLB 44362, UTB 41509, TANB 21270). Do not record as CG 44362 MLB, CG 44362, etc.

2. Section B - Utilization Data

- a. Employment Category - Defined in chapter 1.
- b. Missions - The number of times an Employment Category is benefited. A mission category may only be credited with one mission per case response, even if multiple sorties or extended sorties are required. For example, being diverted from a Law Enforcement patrol (ELT DRUGS-SURF) to Search and Rescue (SAR) and returning to the Law Enforcement patrol counts as one ELT DRUGS-SURF mission and one SAR mission. Only one mission shall be recorded for a SAR case which involves multiple sorties or extends over several days. The same rationale applies for other the employment categories.

NOTE: Insignificant movements, such as shifting berths, will not be considered as missions.

- c. Sorties - A sortie is defined as the deployment of a boat for the purpose of providing services. The duration of a sortie is from the time it is underway until it returns for replenishment or terminates to begin another mission. Each dispatch of a boat constitutes one sortie. Resumption of a mission interrupted by a higher priority mission is counted as an additional sortie if this occurs during the course of the same deployment (e.g. in the Port Safety patrol in paragraph B.2.b above, two PORT SAFE sorties and one SAR sortie would be reported.) When two different Employment Categories are benefited from one sortie (as in the concurrent Boating Safety REC BOAT SAFE/PORT SAFE patrol in paragraph B.2.b above) the sortie is reported under the primary Employment Category only. The Commanding Officer/Officer in Charge shall determine the primary Employment Category.

- 3.B.2. d. Underway Hours - The total elapsed time which begins when a boat gets underway and which ends when the boat secures.

NOTE: Insignificant stops, such as the off-loading of personnel and material do not interrupt the accumulation of underway hours. Stops for longer periods--such as meals--do interrupt the accumulation of underway hours, even if the same Employment Category is resumed after the stop.

- e. Employment Hours - The total number of underway hours spent benefiting each Employment Category, regardless of benefiting other programs simultaneously. Time spent boarding a vessel shall be credited to the employment category being benefited.

NOTE: If two or more Employment Categories are benefited during a mission, each Employment Category will be credited with the total time actually spent on that category. For example:

- (1) A 4-hour PORT SAFE mission during which 2 hours of REC BOAT SAFE were performed simultaneously would constitute 2 Employment Hours for REC BOAT SAFE and 4 for PORT SAFE.
- (2) If the PORT SAFE and REC BOAT SAFE Programs were both benefited for the full 4 hours then each would receive 4 Employment Hours.
- (3) A 6-hour SAR mission which was also used for boat crew training/qualification would constitute 6 Employment Hours for SAR and 6 Employment Hours for OP TRA.

- f. Resource Hours - The Underway Hours credited to each Employment Category which is benefited during a trip.

- (1) For periods during a trip in which the boat is employed in a single Category, the Resource Hours credited to that Category will be equal to the total number of Underway Hours.
- (2) For periods during a trip in which the boat is employed in two Categories simultaneously, the Resource Hours credited to each of the two Categories will be divided equally. For example:
 - (a) For a 4-hour mission which benefited both ELT OTHER and PORT SAFE equally the entire time, the Resource Hours would be reported as 2 for ELT OTHER and 2 for PORT SAFE.

- 3.B.2. f. (2) (b) For a 6-hour SAR mission during which boat crew training/qualification was conducted the entire time, the Resource Hours would be reported as 3 for SAR and 3 for OP TRA.
- (3) For periods during a trip in which the boat is employed in two Categories for unequal periods of time, the Resource Hours credited to each Category should be divided to reflect actual mission performance.
- (a) For a 4-hour PORT SAFE mission during which 2 hours of REC BOAT SAFE and PORT SAFE were performed simultaneously, the Resource Hours would be reported as 3 for PORT SAFE and 1 for REC BOAT SAFE.
- (b) For a 6-hour ELT OTHER patrol during which 2 hours of OP TRA and ELT OTHER were performed simultaneously, the Resource Hours would be reported as 4 for ELT OTHER and 2 for OP TRA.
- (4) For periods during a trip in which the boat is employed in three Categories simultaneously, the Resource Hours credited to each of the three Categories will be equal to a third of the Underway Hours expended during those periods.

NOTE: For any given trip, the total number of Resource Hours in all Employment Categories equals the total number of Underway Hours expended by the resource. The total number of Employment Hours is equal to or greater than the total number of Resource Hours.

3. Section C - Data Summary

- a. Maintenance Hours - Includes all hours in which a boat is in scheduled or unscheduled maintenance either in or away from homeport. Preventive Maintenance System (PMS) tasks should be included as maintenance time. Maintenance hours can occur at times other than those programmed for maintenance in a published schedule. Underway time associated with maintenance, such as trial runs during maintenance availabilities, should be counted as maintenance time.
- b. Storage Hours - Storage hours include the number of hours during which the boat was in storage and not available for use. This includes winter lay up, and any time the boat is out of the water for weather or transfer purposes. Any maintenance performed during this time should be reported under maintenance hours. **Storage hours are not reported for boats assigned to cutters.**

- 3.B.3. c. Standby Hours - Standby hours occur when a boat is not in a maintenance category and is available for deployment, but the time does not fit in any of the following categories: Resource, Maintenance, or Storage. This time may be scheduled standby or simply a reflection of boat availability. [On standby hours are not reported for boats assigned to cutters.]
- d. Total Hours Accounted For - Record the sum of Resource Hours, Maintenance Hours, Storage Hours, and Standby Hours. This number will equal the total number of hours in the quarter unless the unit did not have custody of the boat for the entire quarter or the boat is attached to a cutter. The "Total Hours Accounted For" for boats assigned to cutters equals the total Resource Hours (block B.43) plus the total Maintenance Hours (block C.1).

NOTE: All days are 24 hours long. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries.

NOTE: Quarterly days and hours are:

Qtr 1, OCT - DEC: 92 days, 2,208 hours
Qtr 2, JAN - MAR: 90 days, 2,160 hours
Qtr 2, JAN - MAR (leap year): 91 days, 2,184 hours
Qtr 3, APR - JUN: 91 days, 2,184 hours
Qtr 4, JUL - SEP: 92 days, 2,208 hours

- e. Total Operating Hours for Boats Assigned to Cutters - Cutters shall report the total operating hours for each boat assigned. This total will include the data reported in Section B as independent operations, and those hours in direct support of the cutter. If no independent operations are conducted a negative report is required.

4. Section D - Remarks

- a. Blank space is provided on both sides of the form for remarks. A separate sheet may be used.
- b. Explanatory remarks are required:
- (1) Any time hours are recorded in the "MISC" or SPECIAL Employment Categories.
 - (2) When a non-cutter reporting unit records a sum other than 2160, 2184, or 2208 for Total Hours Accounted For.
 - (3) Use of remarks is encouraged any time they will help clarify other entries in the report.

3.C. Edit Checks. The following edit procedure can be used to detect minor errors commonly made by reporting units. The detection and correction of these errors at the unit level increases the accuracy of the system and reduces the time required to process the data. The following questions should be applied to each completed form prior to submission:

1. OPFAC Number - Does this item contain seven digits? The first two digits reflect the fund accounting code of the unit and the last five digits are assigned exclusively to the unit. Separate OPFAC numbers are not provided for subunits since accountability belongs to the parent unit.
2. Quarter Ending - Is this entry one of the following: 12/31/yr, 3/31/yr, 6/30/yr, or 9/30/yr?
3. Boat Identification - Is the boat identified as required in paragraph B.1.d of this chapter?
4. Totals -
 - a. Are the totals in the Utilization Data section correct?
 - b. For non-cutter reporting units, does the sum of Resource Hours, Storage Hours, Maintenance Hours and Stand By Hours equal the number of hours in the quarter (2160, 2184, or 2208)? If not, is there an explanation in the remarks section?
5. Double Check - Are Employment Hours greater than or equal to Resource Hours for each Employment Category?
6. Cutters Only - Are all **independent** boat operations and maintenance hours accounted for? Are total operating hours for boats recorded?

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3273B (Rev. 9-92)	Abstract of Operations BOAT REPORT	REPORTS CONTROL SYMBOL G-OP 2002			
A. UNIT IDENTIFICATION					
OPFAC NO.	2. REPORTING UNIT				
3. QUARTER ENDING	4. BOAT IDENTIFICATION (e.g., UTS 41372)				
B. UTILIZATION DATA					
EMPLOYMENT CATEGORY	MISSIONS	SORTIES	EMPLOYMENT HOURS	RESOURCE HOURS	C. DATA SUMMARY
1. MARINE INSP					MAINTENANCE HOURS
2. REC BOAT SAFE					1.
3. SAR					STORAGE HOURS
4. DOM ICE					2.
5. POLAR OPS					STANDBY HOURS
6. MSA					3.
7. ELT FISH-DOM					TOTAL HOURS ACCOUNTED FOR
8. ELT FISH-FOR					4.
9. ELT SANCTS					TOTAL OPERATING HOURS FOR BOATS ASSIGNED TO CUTTERS
10. ELT DRUGS-AIR					5.
11. ELT DRUGS-SURF					
12. ELT MIRGRANT					
13. ELT OTHER					
14. MILOPS-WAR					
15. MILOPS-PEACE					
16. MIL TRA					
17. MIL EX					
18. CADAETOC					
19. A TO N					
20. RAD NAV					
21. MEP OPS					
22. MEP ENFORCE					
23. MEP MARPOL					
24. PORT SAFE					
25. PORT SEC-MIL					
26. PORT SEC-OTHER					
27. COOP FED					
28. COOP STATE					
29. COOP LOCAL					
30. PUB AFFAIRS					
31. INTNATL AFFAIRS					
32. RESERVE					
33. BRIDGE					
34. MISC					
35. SPECIAL A					
36. SPECIAL B					
37. A TO N TRAIL					
38. SAR TRAIL					
39. OP TRA					
TOTALS	40.	41.	42.	43.	
D. REMARKS (continue on reverse or separate sheet if necessary)					
1.					
DATE	SIGNATURE OF COMMANDING OFFICER OR OFFICER IN CHARGE				

PREVIOUS EDITION IS OBSOLETE

Chapter 4. ABSTRACT OF OPERATIONS CUTTER REPORT (RCN-3123-1)

- A. Concept of Reporting. Accurate reporting of cutter operations is critical to the well being of the Coast Guard. These data are used to evaluate the type, number, and location of vessels, the length of programmed maintenance periods, and the current and forecast cost of doing business. This manual requires that hourly operational data be closely scrutinized so that individual days may be appropriately categorized. In many instances, subjective judgment will be required to determine the best way to report a particular evolution or event (i.e., which Employment Categories are benefited during a particular deployment or how best to represent the actual operational status of the vessel). **Direct involvement of the commanding officer in the reporting process is necessary to ensure the best available data are obtained.**
1. Cutters. Coast Guard cutters are multimission vessels, capable of accomplishing more than one program or task. Cutters can also perform missions simultaneously. This flexibility has served us well, not only from an operational standpoint, but also for programming and budgetary purposes.
 2. Employment Categories. The determination of whether or not two or more Employment Categories are being accomplished simultaneously may require subjective judgment on the part of the commanding officer. Deployments are generally scheduled to accomplish only one Employment Category at a time and other Employment Categories are accomplished only to the extent that conditions at the time allow. **It is the responsibility of the commanding officer to determine which Employment categories are being benefited by the cutter's presence.** Refer to the examples and definitions on the following pages for guidance in reporting these situations.
 3. Operations and Readiness. When reporting Inport Operations and High Readiness, similar considerations should be made. When a cutter is in a high degree of readiness (defined within this chapter), it is in a readiness status that is normally scheduled and maintained for the benefit of a specific Employment Category. Such readiness should therefore be reported as High Readiness within that particular category. Similarly, Inport Operations are usually conducted in support of a specific Employment Category and should be recorded accordingly. This information is important in accurately measuring the total cutter time used in each Employment Category.
 4. Daily Summary Sheets - Instructions for maintaining the unit log (CG 4380A) do not normally require the

4.A.4 (cont'd) information necessary for completion of the Abstract of Operations Cutter Report. Therefore, commanding officers can not rely on the unit log to capture the data for this report. Effective reporting of resource utilization requires that a daily summary sheet (copy of the quarterly report) be completed each day by the unit. At the end of the quarter, the preparer has only to total all daily summary sheets to prepare the quarterly report.

B. Abstract of Operations Cutter Report Instructions (Figure 4-1).

1. Section A - Identification Data

- a. OPFAC Number - Record the 7-digit unit OPFAC number, as listed in Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2 series).
- b. Reporting Unit - Record the full identification of the reporting unit (e.g., CGC SHEARWATER (WSES-3)).
- c. Quarter Ending - Record the date of the last day of the fiscal quarter for which the report is being written. (MM/DD/YY)

2. Section B - Utilization Data

- a. Employment Category - Defined in Enclosure (1).
- b. Missions - The number of times an Employment Category is benefited under different sets of orders, either written or oral (e.g., a PORT SAFE patrol which is interrupted by a SAR case will be considered one PORT SAFE mission and one SAR mission; a three day trip to work ATON in an area or waterway would be considered one ATON mission; a REFTRA deployment will be considered one mission; an ELT MIGRANT patrol will be considered one mission).

NOTE: If an activity commences in one quarter and extends into the next quarter, credit for the mission will be taken in the second quarter while the hours and days will be credited to the quarter in which they are expended. Insignificant movements will not be considered as missions.

- c. Employment Hours - The total number of underway hours spent benefiting each Employment Category, regardless of benefiting other programs simultaneously.

NOTE: If two or more Employment Categories are benefited during a mission each Employment Category will be credited with the total time actually spent on that category. For example:

- 4.B.2. c. (1) A 12-hour MSA mission during which 2 hours of PORT SAFE were performed simultaneously would constitute 2 Employment Hours for PORT SAFE and 12 for MSA. If the PORT SAFE and MSA Programs were both benefited for the full 12 hours then each would receive 12 Employment Hours.
- (2) An 8-hour ATON mission during which a WLB was directed to provide DOM ICE support for 3 hours would constitute 8 Employment Hours for ATON and 3 Employment Hours for DOM ICE.
- d. Resource Hours - The Underway Hours that are credited to each Employment Category which is benefited during a trip.

NOTE: The division of the total resource hours among the Employment Categories should reflect the degree of involvement in each program for that mission. If more than one program is involved, and in each to the same degree, then divide the hours evenly. A subjective judgment will be required if programs were involved to different degrees.

- (1) For any given mission, the total number of Resource Hours in all Employment Categories equals the total number of Underway Hours expended by the resource minus any maintenance hours performed while underway which prevented the cutter from performing its mission(s).

NOTE: Underway Hours are the total elapsed time during which a cutter is underway. A cutter is underway anytime it is not moored or drydocked, and anytime it is anchored for a purpose related to the accomplishment of an Employment Category when resumption of operations is imminent. AtoN cutters with barges attached are also underway anytime they are spudded down (regardless of the number of spuds used) and engaged in a mission, or spudded down for a purpose related to the accomplishment of an Employment Category when resumption of operations is imminent. Underway hours are used in determining Resource Hours and Employment Hours. Movements, such as shifting berths, which are less than one hour in duration can be considered insignificant and do not count as underway time.

- (2) Resource Hours will be credited to the district in which they were performed.
- (3) If Resource Hours are expended outside the bounds of any district (e.g. polar deployments, coast-to-coast transits), record "GL" (signifying Global Operations) and explain briefly under Remarks.

4.B.2. d. (4) Resource Hours are divided into six columns. The individual district or GL in which the Resource Hours were performed should be indicated in the first five column headers. The last column is for the total Resource Hours performed for each Employment Category. Entries which exceed the space available on the form should be continued in the Remarks section or on the reverse. For example:

(a) CGC MEDIUM ENDURANCE departs Portsmouth, NH for an uneventful six week LE patrol in the Caribbean, during the first quarter FY 89. Transit time enroute through the 1st and 5th Districts was 48 and 60 hours, respectively. 804 hours were spent on patrol in the 7th District and the return trip took 40 hours in the 1st and 54 hours in the 5th. The Resources Hours column headers would be 1, 5 and 7 with 88, 114 and 804 hours, respectively in the Employment Category ELT DRUGS-SURF and the total column would have 1006 hours.

(b) CGC BREAKS ICE departs Seattle, WA for the Antarctic Peninsula. Transit time enroute through the 13th, 11th and 14th (for the port call in Honolulu) Districts would be 52, 40 and 96 hours, respectively. Upon departing the 14th District, the Resource Hours would be classified as Global Operations (GL). 2030 hours were spent on operations around the Antarctic Peninsula and transiting prior to returning to the 11th District waters. Transit home required 65 hours in the 11th and 48 hours in the 13th. Resource Hours column headers would be 11, 13, 14 and GL with 135, 100, 96 and 2030 hours, respectively in the Employment Category POLAR OPS and the total column would have 2331 hours.

NOTE: These are simple examples using only one Employment Category. When more than one Employment Category is benefited, the Resource Hours would be divided between Employment Categories and credited to the district in which the activity was performed.

(5) The total number of Employment Hours is equal to or greater than (**never** less than) the total number of Resource Hours.

e. Inport Operations Hours - The time during which a cutter is inport, yet is totally committed to a

4.B.2. e. (cont'd) particular Employment Category. A cutter involved in Inport Operations would not normally get underway without terminating the Inport Ops due to the level of resources committed. **When Inport Operations are conducted during a maintenance period and maintenance is still able to be performed, the hours are counted as maintenance hours.** If the Inport Operations interfere with maintenance, then the hours are counted as Inport Operations. Hours in this category are recorded in the appropriate Employment Category. The following activities are considered Inport Operations:

- (1) Loading or unloading equipment, or otherwise preparing for a mission in some Employment Category. For example:
 - (a) An ATON cutter engages in loading, unloading, or preparation of ATON equipment (buoys, chain, sinkers, pilings, dayboards, batteries, etc.) which could not practically be accomplished underway. Environmental conditions, time considerations (such as a limited sailing time between aids scheduled for servicing), and the nature of the operation itself could all dictate the preparation of ATON equipment inport instead of underway. (ATON)
 - (b) An icebreaker loads or unloads stores and scientific equipment or awaits the arrival of scientific equipment/personnel required for the start or continuation of a polar deployment. (POLAR OPS)
 - (c) A cutter loads or unloads pollution containment and recovery gear required at the scene of a major pollution incident. (MEP OPS)
 - (d) A WMEC receives an extensive ELT MIGRANT briefing prior to departing on a law enforcement mission, or spends time replenishing during a mid-patrol break (ELT MIGRANT)
- (2) Performing a mission in some Employment Category using the cutter's resources (personnel, vehicles, boats), without the cutter getting underway. For example:
 - (a) A moored WPB dispatches its small boat or land vehicle to conduct a harbor check for an overdue vessel. (SAR)

- 4.B.2. e. (2) (b) An ATON cutter, while moored, services aids to navigation to the extent that, in the opinion of the commanding officer, the cutter is not reasonably available for other operations. Servicing operations may be accomplished using cutter personnel, cutter small boats or vehicles, or with the assistance of other units' resources.
(ATON)
- (c) A moored cutter sends some crewmembers to check along the shoreline for a reported oil spill. (MEP OPS)
- (d) A moored WTGB sends several crewmembers on land or aerial ice reconnaissance. (DOM ICE)
- (e) A moored WHEC has assigned some crewmembers to plan and/or prepare for an up coming Navy fleet exercise. (MIL EX)
- (3) Time when a cutter is required to be in port due to some miscellaneous evolution **which interferes with getting underway or conducting maintenance.**
For example:
- (a) Visits by district inspectors, training teams, training readiness evaluators, ship training detachments, or other individuals or groups which interfere with shipboard routine as stated above.
- (b) Evolutions which require dedicated time from a significant part of the crew, such as small arms training, firefighting/damage control team training, other mandatory off-ship training, change of command
- (c) Interruption of a scheduled patrol to allow key people to attend a conference, meeting of training session.
- f. High Readiness Hours - Time spent in port in a high degree of readiness, as described below. High Readiness Hours are recorded in the appropriate Employment Category.
- (1) The time, in hours, in a readiness status that supports a particular Employment Category, in accordance with the following:

WHEC, WMEC, WAGB: Bravo-0 through Bravo-6

All others: Bravo-0 through Bravo-2

- 4.B.2. f. (2) Environmental conditions, including weather and darkness, can on occasion cause a postponement in scheduled operations. Time spent inport awaiting improvement in these conditions so that operations can be commenced or resumed is High Readiness time. For example:
- (a) An ATON cutter is unable to complete work on an aid because of environmental conditions, including darkness, and moors in location other than its homeport to await an improvement in those conditions before resuming an ATON mission. Time spent awaiting the change should be reported as High Readiness for ATON.
 - (b) A WSES interrupts an ELT surveillance and boarding mission to take temporary refuge inport to await passage of severe weather.
 - (c) An ATON vessel secures from an ATON operation and moors in its homeport to await an improvement in weather conditions. The time is High Readiness only if the intent is to get underway at the first opportunity to service a discrepancy requiring a priority or greater response, or if normal liberty cannot be granted to the crew. Otherwise, the time is reported as Standby Hours.
 - (d) An icebreaker waits in Thule, Greenland while the vessel to be escorted completes unloading.
- g. Transit Hours - The underway hours which are expended while enroute to a mission area. Sorties fully dedicated to a mission area will have no Transit Time. Transit underway hours are accrued while enroute, when not directly benefiting an Employment Category (i.e., conducting a search, conducting operational training, or conducting law enforcement boardings while enroute). Transit Hours are reported in addition to resource Hours, Transit Hours do not replace Resource Hours. Examples are:
- (1) A forty hour SAR mission consisting of ten hours enroute, twenty hours searching, and ten hours returning to port or assigned patrol area is reported as: SAR: 1 Mission, 40 Resource Hours, 40 Employment Hours, and 20 Transit Hours.
 - (2) A twenty hour SAR mission consisting of five hours enroute, one hour on scene, and fourteen hours with the vessel in tow to home port is reported as: SAR: 1 Mission, 20 Resource Hours, 20 Employment Hours, and 5 Transit Hours.

- 4.B.2. g. (3) A thirty day D7 ELT Drugs Surface patrol performed by a Boston, MA based cutter with three day transits to and from its assigned patrol area is reported as: ELT DRUGS-SURF: 1 Mission, 720 Resource Hours, 720 Employment Hours, and 144 Transit Hours.
- (4) If in the above scenario, the vessel spent ten hours investigating a flare sighting and sixteen hours conducting Operational Training it is reported as: ELT DRUG-SURF: 1 Mission, 694 Resource Hours, 720 Employment Hours, and 102 Transit Hours. SAR 1 Mission, 10 Resource Hours, 10 Employment Hours, and 0 Transit Hours. OP TRA 1 Mission, 16 Resource Hours, 16 Employment Hours, and 0 Transit Hours.
- h. Maintenance Hours - Includes all hours in which a cutter is in a maintenance status either in or away from homeport. Maintenance hours can occur at times other than those programmed for maintenance in a published schedule.

NOTE: Time spent enroute to or from the shipyard which is not attributable to any other Employment Category should be recorded in the Miscellaneous Employment Category, with an explanation in the "Remarks" section. Periods of liberty granted after extended deployments shall not be counted as maintenance days but as standby days if the unit is not in a scheduled maintenance period. Shakedown cruises and logistics trips following any maintenance period should be recorded as OP TRA and MISC, respectively. All Miscellaneous Employment Hours should be explained in the "Remarks" section.

- i. Standby Hours - Standby Hours occur when a cutter is **not** in a maintenance category and is available for deployment, but the time does not fit in any of the following categories: Underway, Inport Operations or High Readiness. This time may be scheduled standby or simply a reflection of cutter availability. Weekend liberty hours or periods of liberty granted after extended deployments are generally standby hours, providing no Inport Operations or High Readiness hours are recorded.
- j. Total Hours Accounted For - Record the sum of Resource Hours, Inport Operations Hours, High Readiness Hours, Maintenance Hours and Standby Hours. **This number must be equal to the number of hours in the quarter and does not include Transit hours.**

NOTE: All days are 24 hours long. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries.

4.B.2. j. (cont'd)

NOTE: Quarterly days and hours are:

Qtr 1, OCT - DEC: 92 days, 2,208 hours
Qtr 2, JAN - MAR: 90 days, 2,160 hours
Qtr 2, JAN - MAR (leap year): 91 days, 2,184 hours
Qtr 3, APR - JUN: 91 days, 2,184 hours
Qtr 4, JUL - SEP: 92 days, 2,208 hours

3. Section C - Data Summary

For each day determine if the cutter was in its Homeport or Away From Homeport (AFHP). Then place the day in the appropriate category as defined in paragraph 3.c below.

- a. Days in Homeport (HOMEPORT) - All days in which the cutter is in its homeport or vicinity (normally within a 90 minute driving distance from a cutter's permanent berth approximately 75 driving miles) to grant the crew normal liberty (i.e., 12 consecutive hours falling anywhere between 1600 and 0800).
- b. Days Away From Homeport (AFHP) - All days in which the cutter is not in its home port to grant crew normal liberty. The home port is defined as within a 90 minute driving distance from a cutter's permanent berth (approximately 75 miles). Normal liberty means 12 consecutive hours between 1600 and 0800. Normal liberty spans two calendar days, but only one day AFHP is counted for each missed liberty period. Thus, the day of arrival back in homeport is not a day AFHP if normal liberty can be granted that evening.
- c. Breakdown - Both HOMEPORT and AFHP Days are broken down and recorded as follows:
 - (1) Underway Days (U/W DAYS) - Calendar days in which the cutter accumulates underway hours in **any portion of** the day (0000-2400), exclusive of shifting berths and other comparable insignificant maneuvers.
 - (2) Inport Operations Days (INPORT OPS DAYS) - Calendar days when the cutter does not get underway and logs **four (4) or more** Inport Operations hours.
 - (3) High Readiness Days (HIGH READY DAYS) - Calendar days when the cutter does not have any Underway hours or four or more Inport Operations hours, but logs **four (4) or more** High Readiness hours.
 - (4) Maintenance Days (MAINT DAYS) - Calendar days in which the cutter spent the day in one of the

- 4.B.3. c. (4) (cont'd) maintenance statuses listed below. Normally, all 24 hours (0000-2400) should be spent in maintenance status to be counted as a maintenance day. An exception is the first day of a scheduled maintenance period, which is counted as a Maintenance and Repair, Annual Availability, or Drydock Availability day (as applicable), as long as the maintenance day began by 0800 and is not the last day of a deployment:
- (a) Maintenance and Repair (MAINTENANCE & REPAIR) - The cutter spent the day in a programmed maintenance status. Scheduled inport "Charlie" time is included in this category. During this period, it is assumed that the majority of the qualified maintenance personnel are aboard. Weekend days are included.
 - (b) Annual Availability (ANNUAL AVAILABILITY): The cutter spent the day in a dedicated, contracted maintenance and repair availability not including drydocking.
 - (c) Drydock Availability (DRYDOCK AVAILABILITY): A contracted shipyard availability, which includes drydocking, at time intervals as specified in the Naval Engineering Manual, COMDTINST M9000.6A.
 - (d) Unscheduled Maintenance and Repair (UNSCHEDULED M&R): The cutter spent the day in an unscheduled maintenance and repair status, including emergency or other unscheduled drydocking. An unexpected casualty to installed deck or engineering machinery or electronic equipment that requires the cutter to change status from "Bravo" to "Charlie" or causes the cancellation, postponement to another day, of a scheduled mission, shall result in that day being counted as an UNSCHEDULED M&R day.
 - (e) Total Maintenance Days (TOTAL MAINT DAYS): the sum of subparagraphs (4)(a) through (4)(d).
- (5) Standby Days (STBY DAYS) - Calendar days which do not meet the criteria for Underway, Inport Operations, High Readiness, or Maintenance Days.
- (6) Total Days (TOTALS) - The sum of the days in paragraphs B.3.c.(1) through B.3.c.(5), in each column (Homeport and AFHP). The grand total of days equals the number of days in the quarter.

4.B.3. c. (6) (cont'd)

NOTE: Quarterly days are:

Qtr 1, OCT - DEC: 92 days, 2,208 hours
Qtr 2, JAN - MAR: 90 days, 2,160 hours
Qtr 2, JAN - MAR (leap year): 91 days, 2,184 hours
Qtr 3, APR - JUN: 91 days, 2,184 hours
Qtr 4, JUL - SEP: 92 days, 2,208 hours

d. Section C Examples -

- (1) On 01 JAN, a WMEC is in a shipyard more than 75 miles from its homeport. On 15 JAN the cutter gets underway enroute homeport, arriving at 1400 on 18 JAN, granting normal liberty that afternoon.

01-14 JAN are Annual Availability Days (14) and AFHP Maintenance Days (14)

Maintenance Days (14)

15-17 JAN are AFHP Underway Days (3)

18 JAN is a Homeport Underway Day (1)

- (2) The same cutter goes into B-24 status upon arrival (on the 18th). On 30 and 31 JAN the District Inspector conducts 2 days of inport inspection, followed by underway drills from 0800 to 1500 on 01 FEB. On 10 FEB the cutter assumes status B-2. On 28 FEB all hands are involved in loading stores and on 01 MAR it gets underway for a long deployment.

19-29 JAN are Homeport Standby Days (11)

30-31 JAN are Homeport Inport Operations Days (2)

01 FEB is a Homeport Underway Day (1)

02-09 FEB are Homeport Standby Days (8)

10-27 FEB are Homeport High Readiness Days (18)

28 FEB is a Homeport Inport Operations Day (1)

- (3) The same cutter moors at 1600 on the 12th of March to offload mission-essential equipment in a port more than 75 miles from its homeport. The cutter gets underway at 1000 on 14 March and arrives in homeport at 1200 on 31 March.

01-12 MAR are AFHP Underway Days (12)

4.B.3. d. (3) (cont'd)

13 MAR is an AFHP Inport Operations Day (1)

14-30 MAR are AFHP Underway Days (17)

31 MAR is a Homeport Underway Day (1)

EXAMPLE: The Abstract of Operations reporting for Section C
"Data Summary" would look like this for the above example:

MAINTENANCE	DAYS		<u>HOMEPORT</u>	<u>AFHP</u>	<u>TOTAL</u>
MAINTENANCE & REPAIR	0	U/W DAYS	3	32	35
ANNUAL AVAILABILITY	14	INPORT OPERATIONS	3	1	4
DRY DOCK AVAILABILITY	0	HIGH READINESS DAY	18	0	18
UNSCHEDULED M & R	0	MAINTENANCE DAYS	0	14	14
TOTAL MAINT. DAYS	14	STANDBY DAYS	19	0	19
		TOTALS	43	47	90

4. Section D - Remarks

- a. Blank space is provided on both sides of the form for remarks. A separate sheet may be used.
- b. Explanatory remarks are required any time hours are recorded in the "MISC" or SPECIAL Employment Categories. Use of remarks is encouraged any time they will help clarify other entries in the report.

C. Suggested Abstract Entries For Cutters.

The following are to give further clarification for Abstract of Operations - Cutter Report entries. For questions concerning report entries, contact the Operational Commander before submitting your report.

1. Definitions:

- a. Maintenance. Preventive or corrective maintenance on hull, machinery, deck equipment, or electronics equipment - Not just "Charlie" periods. Time period cutter is unable to get underway and perform all required missions.
- b. Maintenance Day. 24 hour period of maintenance.
- c. Maintenance Hour. 1 or more hours performing maintenance.
- d. Underway Day. Any day or portion of a day that vessel is underway.
- e. Employment Hour. 1 or more hours underway benefiting any missions.

- 4.C.1. f. Resource Hour. 1 or more hours underway actually performing a mission.
- g. Standby Day. Day other than Maintenance Day which does not meet the criteria for an Inport Operations, Underway or High Readiness Day.
- h. Inport Operations Day. Day that four or more Inport Operations hours are logged. If also underway on the same day, underway day takes precedence.
- i. Inport Operations Hour. 1 or more hours that the vessel is totally committed to a particular Employment Category inport and is able to get underway. Cutter not conducting activities normally associated with maintenance.
- j. High Readiness. Scheduled Bravo 0 - 2 (Bravo 0 - 6 for WHEC, WMEC or WAGB) or awaiting daylight or weather to resume operations.

2. Maintenance Entries.

<u>ACTIVITY</u>	<u>SUGGESTED ENTRIES</u>
Maintenance during Charlie Status	Maintenance Day; Maintenance Hours
Maintenance during Bravo Status; vessel unable to get U/W until next day	Maintenance Day (24 Hours); Maintenance Hours
Maintenance while U/W; vessel temporarily unable to perform mission	Underway Day; Maintenance Hours

3. Underway Entries. When more than one activity is performed simultaneously, record each in Employment Hours, but divide Resource Hours equally or as actually performed between Employment Categories.

<u>ACTIVITY</u>	<u>SUGGESTED ENTRIES</u>
U/W enroute to work ATON	U/W Day; ATON Employment Hours; ATON Resource Hours
U/W in Caribbean on AMIO	U/W Day; ELT MIGRANT and ELT DRUGS SURF Employment Hrs; Resource Hrs divided between Employment Categories or as actually performed
U/W to shipyard	U/W Day; MISC Emp Hrs; MISC Res Hrs

4.C.3. (cont'd)

U/W for sea trails and shakedown	U/W Day; OP TRA Emp Hrs; OP TRA Res Hrs
U/W in NW Atlantic on fisheries patrol	U/W Day; ELT FISH DOM, ELT FISH FOR, and ELT DRUGS Employment Hours; Resource Hours divided between Employment Categories or as actually performed
U/W for more than an hour for sea trails associated with maintenance	U/W Day; MISC Emp Hrs; MISC Res Hrs
U/W more than an hour to shift berths to refuel	U/W Day; MISC Emp Hrs; MISC Res Hrs

4. Inport Entries. When more than one activity is performed simultaneously, record most important in Inport Operations Hours. Inport activities which are not done concurrently and total more than 4 hours would make an Inport Operations Day.

ACTIVITY

SUGGESTED ENTRIES

Crew not working (except watches); Standby Day no benefit to any mission, vessel is mechanically ready and is able to get underway and perform all missions

Duty section working on weekend (work completed would normally take crew more than 4 hours to complete on the next full work day) on mission related activities not normally associated with cutter maintenance

Inport Operations Day**;
Inport Operations Hours
(mission)

Deck force servicing ATON ashore; vessel unable to sail without them.

Inport Operations Day**;
Inport Operations Hours

Training Team aboard

Inport Operations Day**;
Inport Ops Hrs for the
Training Team mission

Moored away from homeport (e.g. mid-patrol break) loading stores

Inport Operations Hours
(mission); once Inport Ops are completed High Readiness (if B-2 or less, B-6 or less for WHEC/WAGB) or Standby (if greater than B-2/B-6)

**NOTE: Inport Operations Day occurs only when four or more Inport Operations Hours are logged.

4.D. Edit Checks.

The following edit procedure can be used to detect minor errors commonly made by reporting units. The detection and correction of these errors at the unit level increases the accuracy of the system and reduces the time required to process the data. The following questions should be applied to each completed form prior to submission:

1. OPFAC Number - Does this item contain seven digits, the first two of which indicate the district or Area (except for headquarters units)?
2. Quarter Ending - Is the entry one of the following: 12/31/yr, 3/31/yr, 6/30/yr, or 9/30/yr?
3. Total Hours Accounted For - Does the sum of the Total Resource Hours, Inport Operations Hours, High Readiness Hours, Maintenance Hours and Standby Hours in Section B (Utilization Data - Hours) equal the number of hours in the quarter? Is the number one of the following: 2160, 2184, or 2208?

NOTE: All days are 24 hours long. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries.

4. Is the average between the Total Resource Hours and the total number of U/W Days less than 24 hours per U/W Day? The average can not be more than 24 hours.
5. Total Days Accounted For - Does the sum of the Underway Days, Inport Operations Days, High Readiness Days, Maintenance Days and Standby Days in Section C (Data Summary - Days) equal the number of days in the quarter? Is the number one of the following: 90, 91, or 92?
6. Double Check - Are Employment Hours greater than or equal to Resource Hours for each Employment Category?

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-3273C (Rev. 9-92)

Abstract of Operations
CUTTER REPORT

REPORTS CONTROL SYMBOL
G-OF 2001

A. UNIT IDENTIFICATION

OFFAC NO. 2. REPORTING UNIT 3. QUARTER ENDING

B. UTILIZATION DATA

EMPLOYMENT CATEGORY	MISSIONS	EMPLOY HOURS	RESOURCE HOURS BY DISTRICT				TOTAL RESOURCE HOURS	IMPORT OP HOURS	HIGH READY HOURS	TEAMST HOURS	45. MAINTENANCE HOURS:
1. MARINE INSP											46. STANDBY HOURS:
2. REC BOAT SAFE											47. TOTAL HOURS ACCOUNTED FOR:
3. SAR											
4. DOM ICE											
5. POLAR OPS											
6. MSA											
7. ELT FISH-DOM											
8. ELT FISH-FOR											
9. ELT SANCTS											
10. ELT DRUGS AIR											
11. ELT DRUGS SURF											
12. ELT MIGRANT											
13. ELT OTHER											
14. MILOPS-WAR											
15. MILOPS-PEACE											
16. MIL TRA											
17. MIL EX											
18. CADET/OC											
19. A TO N											
20. RAD NAV											
21. MEP OPS											
22. MEP ENFORCE											
23. MEP MARPOL											
24. PORT SAFE											
25. PORT SEC-MIL											
26. PORT SEC-OTHER											
27. COOP FED											
28. COOP STATE											
29. COOP LOCAL											
30. PUB AFFAIRS											
31. INTNATL AFFAIRS											
32. RESERVE											
33. BRIDGE											
34. MISC											
35. SPECIAL A											
36. SPECIAL B											
37. OP TRA											
38. REF TRA											
TOTALS	39.	40.					41.	42.	43.	44.	

C. DATE SUMMARY

	HOME PORT	AFHP	TOTAL
1. UNW DAYS			
2. IMPORT OPS DAYS			
3. HIGH READY DAYS			
4. MAINT DAYS*			
5. STBY DAYS			
6. TOTALS			

***MAINTENANCE DAYS**

7. MAINTENANCE REPAIR:	
8. ANNUAL AVAILABILITY:	
9. DRY DOCK AVAILABILITY:	
10. UNSCHED M AND R	
TOTAL MAINT DAYS:	

D. REMARKS (continue on reverse or separate sheet if necessary)

1.

DATE

SIGNATURE OF COMMANDING OFFICER OR OFFICER IN CHARGE

PREVIOUS EDITION IS OBSOLETE

Cutter Underway - AOPS Report Sample Message

FM USCGC CUTTER

TO COMDT COGARD WASHINGTON DC//G-OP//

INFO *As required in paragraph 6.b. of COMDTINST M3123.7J*

BT

UNCLAS//N03123//

SUBJ: AOPS CUTTER REPORT (CG-3273(C))

A. COMDINST M3123.7J (ABSTRACT OF OPERATIONS REPORTS)

1. FOLLOWING SUBMITTED FOR QUARTER 2 FY93 IAW REF A.

2. OPFAC # XX-XXXXX

3. UTILIZATION DATA (EMPLOYMENT CATEGORIES WITH NO ACTIVITY ARE NOT REPORTED) :

CATEGORY	MSNS	EMPHRS	RESHRD5	RESHRD7	INPORT	HIRDY	TRANS
SAR	1	2	0	0	0	0	0
ELT DRUGS-SURF	1	578	440	0	12	0	100
ELT MIGRANT	1	158	126	0	0	0	45
MIL TRA	1	4	0	4	0	0	0

MAINTENANCE HOURS: 1132

STANDBY HOURS: 168

TOTAL HOURS ACCOUNTED FOR: 2184

4. DATA SUMMARY:

A. MNX AND REPAIR: 36

B. ANNUAL AVAILABILITY: 0

C. DRY DOCK AVAILABILITY: 0

D. UNSCHED M AND R: 0

E. U/W DAYS - HOME: 3 AFHP: 41

F. INPORT OPS DAYS - HOME: 0 AFHP: 6

G. HIGH RDY DAYS - HOME: 0 AFHP: 0

Figure 4-2

H. MNX DAYS - HOME: 36 AFHP: 0

I. STANDBY DAYS - HOME: 5 AFHP 0

5. REMARKS: *As appropriate*

BT

Figure 4-2 (cont'd)